



# St. John's College

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Principal  
Mr. Greg Picone

Vice Principals  
Mrs. Susie Picanco  
Ms. Amy Pimentel

## 2017-2018 STUDENT HANDBOOK

This agenda book belongs to:

Name: \_\_\_\_\_

**HOME OF THE GREEN EAGLES**

### **Brant Haldimand Norfolk Catholic District School Board**

322 Fairview Drive, P.O. Box 217, Brantford, Ontario N3T 5M8 / (519) 756-6369  
[www.bhncdsb.ca](http://www.bhncdsb.ca)



As a Catholic learning community, supporting each other in our faith journey, we provide academic excellence within a safe, Christ-centered environment while enabling all individuals to become life-long learners who make a positive contribution to society.

## MESSAGE FROM THE DIRECTOR OF EDUCATION

Parents/Guardians/Students:

On behalf of this Catholic school district, I wish to thank you for choosing Catholic education. Our Catholic school system offers high quality student-focused programs that are rooted in Gospel values and informed by the Ontario Catholic School Graduate Expectations. We take great pride in emphasizing our faith as the foundation of our daily lives and we inspire our students to live their faith as modelled by Jesus.

We are excited to be implementing a new and enriching program experience called STEM (Science, Technology, Engineering, Mathematics) in our elementary schools. Students from Kindergarten to Grade 8 will be involved in technology-based projects, computer coding and robotics experiences. The new program will roll out over the next few years and, consistent with our fiscally responsible mandate, will use existing resources, staff and budgets, meaning that there will be no increased costs to the Board. As a result of STEM, our graduates will have the tools to be critical thinkers, problem solvers, great communicators, innovators, and entrepreneurs.

This is the final year of our three-year strategic plan and our three-year spiritual theme. As part of our plan, we will continue to focus on mathematics without losing sight of our ongoing emphasis on high levels of literacy. Most importantly, we will be attending to the spiritual needs of the system using a scripture passage from Micah as our focal point.

*Act justly, love tenderly, **walk humbly** with your God. (Micah 6:8)*

This year we will focus on what it means to 'walk humbly with your God'. This simple phrase means to 'pay attention to what God is saying and doing' in our lives. In today's society, we need an antidote to the busyness of our lives; we need to create time each day to be still, to be sensitive to God's presence. In our district, we have introduced Christian Meditation as a way of entering into a deeper awareness of His presence. Christian Meditation take-home kits are available in each of our schools. Please contact your school principal if you are interested in experiencing this prayer at home!

In closing I wish you all a great school year! Welcome back – may the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all.

## MESSAGE FROM THE PRINCIPAL

Welcome to the 2017-2018 school year. We have a remarkable community here at St. John's College and we continue to strive to be a place where the infusion of Gospel values is actively practiced. Treating people with respect and dignity in our daily activities is a critical component of our school. Staff and students continue to strive for the highest standards in all aspects of our learning environment. We are blessed with a teaching and support staff dedicated to providing our students with excellent learning opportunities both in and out of the classroom.

This student agenda/handbook has been designed to assist students and families throughout the school year. It contains information that is pertinent to you with respect to our expectations of students of St. John's College. Take time to read and familiarize yourself with these expectations. They provide an excellent basis for a happy and successful year.

With God's blessing and your participation, we can achieve great things for our St. John's College community this year! Students, challenge yourselves to live our Mission Statement at all times and in each situation.

**Our school, St. John's College,  
is a Catholic Educational Community striving:  
to accept, to nurture, and to challenge  
the whole person in the Spirit of Christ.**

## **CHAPLAINCY LEADER**

The role of the Chaplaincy Leader is to call members of the community to live out their faith on a day-to-day basis through prayer and worship, through observation of the seasons and holy days of the Church calendar and through service to others. The Chaplaincy Leader also provides spiritual direction and pastoral care. Students and staff are encouraged to visit the Chaplaincy Leader in his office for pastoral counseling and referrals. In addition, the Chaplaincy Leader co-ordinates the Retreat Program and serves as a link to the community, local parishes, and the Archdiocese. The Chaplaincy Leader is also responsible for leading the charitable outreach for our school.

## **FAITH DIMENSION OF OUR SCHOOL**

St. John's College is a Catholic school based on the traditions of Christian values and morals taught by the "Master Teacher", Jesus Christ.

The values of our faith are present in all of our programs and activities. These can be witnessed in our retreats, our liturgies, our community outreach, our school celebrations, and in our daily interactions with each other. Specifically:

- Students will take a religious education course each year they are enrolled at St. John's College. These courses involve the active participation of all of our students in the related classroom activities. These include group work, individual presentation and sharing, class liturgies, prayer experiences, and visits to local churches.
- Students will participate in retreats or faith development experiences as provided by the school. There is a full day retreat for grades 9, 10, and 11 through their religion classes.
- Morning prayer and reflections provide a time for community prayer, reflection, and sharing with the members of the entire school community.
- Classroom prayers provide a time to reflect and pray with peers, and a unique opportunity for students and teachers to gather their thoughts for a common purpose.
- Eucharistic Liturgies and Liturgies of the Word are an integral part of our faith. It is a gift and honour to be able to celebrate these liturgies as a St. John's College Community and should be respected by all. These are not optional experiences.
- The chapel is designated as a sacred space in our school available for prayer and reflection.
- We challenge ourselves to live each day with the guidance of the Gospel values. This is most evident in the way we treat each other.

You are invited to become active participants in the daily life of our school by bringing your energy, enthusiasm, generosity, and faith to the task of building our Catholic community at St. John's College.

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## **SCHOOL YEAR CALENDAR 2017-2018**

**Number of Instructional Days = 194**

**Opening Day - September 5, 2017**

**Closing Day - June 29, 2017**

### **School Holidays**

Every Saturday and Sunday

Labour Day - September 4, 2017

Thanksgiving Day - October 9, 2017

Christmas Break - December 25, 2017 - January 5, 2018

March Break - March 12 - 16, 2018

Good Friday - March 30, 2018

Easter Monday - April 2, 2018

Victoria Day - May 21, 2018

### **Professional Activity Days - Secondary**

September 15, October 13, November 17, 2017

February 2, April 13, April 27, June 29, 2018

### **Examination Dates -**

#### **Semester 1**

January 26, 29, 30, 31, February 1, 2018

#### **Semester 2**

June 22, 25, 26, 27, 28, 2018

### **Secondary Reporting Dates:**

Interim Progress Reports - October 12 (Sem1) / March 21 (Sem 2)

Mid-Term Reports - November 20 (Sem 1) / May 1 (Sem 2)

Final Report - February 9 (Sem 1) / July 11 (Sem 2)

<b>DAILY SCHEDULE [#1]</b>			
For Grades 9 & 10		For Grades 11 & 12	
08:55 - 09:05	Opening Exercises	08:55 - 09:05	Opening Exercises
09:05 - 10:20	Period 1	09:05 - 10:20	Period 1
10:26 - 11:41	Period 2	10:26 - 11:41	Period 2
11:41 - 12:24	Lunch Period 3A	11:47 - 1:02	Period 3A/B
12:24 - 1:39	Period 3B/C	1:02 - 1:45	Lunch Period 3C
1:45 - 3:00	Period 4	1:45 - 3:00	Period 4

# STUDENT COUNCIL

**2017-2018**

## OUR MISSION STATEMENT

We, the Student Council of St. John's College, strive to make this school a place where students want to be.

We promise to do our best to bring spirit, responsibility and enjoyment to our student body.

Co-Presidents	Sarah McCulloch / Neil Tanguangco
Vice-President	Mikayla Castagna
Secretary	Donatella Petitti
Jr. Chaplain	Grace Milmine
Sr. Chaplain	Alexandra Rodriguez
Events Coordinator	Monique Fletcher
Director of Media & Technology	Luca Rocchi
Student Senator	Olivia O'Neil
Student Senator	Madison Jenereaux
Student Senator	Varsha Vijay
Grade 11 Representative	Kaiya Daily
Grade 11 Representative	Nathan DeGoey
Grade 11 Representative	Brynn Macmillan
Grade 10 Representative	Matthew Phee
Grade 10 Representative	Isabelle Jerzyk
Grade 10 Representative	AlexSandra Nagy
Grade 9 Representative	<i>[to be determined in September]</i>
Grade 9 Representative	<i>[to be determined in September]</i>
Grade 9 Representative	<i>[to be determined in September]</i>

**Staff Advisors: Ms. G. Tarantello**

**Mrs. E. Hyndman**

**Mr. D. McEachen**

## ATTENDANCE

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. St. John's College actively encourages and promotes regular attendance. Education research has consistently shown that a student's progress and academic success are closely connected to regular attendance and participation in the day-to-day activities.

### General Information

1. **Studies begin at 8:55 a.m. with Period 1. Lateness will not be tolerated.** Absences must be reported by the parent or guardian.
2. In a situation where a student does not provide a note, the home will be contacted before the student will be permitted to resume classes.
3. An automated phone message will be sent to the home to advise the parent/guardian of an unexpected absence.
4. **Absences for such things as haircuts, concerts, early vacations, studying or part-time jobs are NOT considered unavoidable and, therefore are NOT excused.**

### ABSENCES FROM SCHOOL

Parents are to inform the school of an intended absence **prior to 8:45 a.m.** by exercising one of two options:

1. **Phone:** 519-759-2318 ext. 221. A new student absence reporting system, the **SchoolMessenger: Safe Arrival** notification system, is being implemented this year to allow parents to use a mobile app, a website, or an interactive toll-free phone line available 24 hours a day, 7 days a week, to make it convenient to report an absence in advance as well as that day.
2. **A Note:** must be provided to attendance office on student's return should the parent not phone in for the absence.  
Students who are 18 years are legally responsible for themselves and are held accountable for their absences which will be recorded as "**Truant**". Unless a call is made prior to the absence by the parent/guardian for those who have signed permission for the Release of Information, it will be recorded accordingly.

Note: Until the absence has been parent approved, the student will be recorded as Truant. **Excessive truancies will result in a conference with the Administration. Periodically attendance letters will be sent home to students with excessive absences/lates.**

### LATES

Late-to-class is defined when the student does not arrive on time and prepared for class. Seven (7) lates will result in administrative discipline including suspension.

#### **Student Lates:**

Students who arrive **more than 20 minutes late** to school due to an early morning appointment, etc. must come to the Attendance Office, with a note from a parent/guardian, in order to obtain an admit-to-class slip.

### MISSED EXAMINATIONS, TESTS AND ASSIGNMENTS:

1. Students are responsible for all course work and assignments while absent.
2. Students are required to write every exam for which they are scheduled.

3. Failure to write an exam without verified, written medical note will result in a mark of ZERO and will not be rescheduled.
4. **If a student is off for medical reasons only, parents MUST contact the Vice-Principal to reschedule the examination, and a medical note will be required.**
5. Students must complete a "Request to Write Final Exam on an Alternate Date" form due to medical reasons.

**Students are required to write examinations as scheduled. Please plan vacations/employment so that they do not conflict with examination days or other evaluation periods. Students are not permitted to miss an examination due to vacation or employment.**

**SIGNING OUT DURING THE DAY: (for illness or appointments only)**

1. Provide a notice in writing or by phone to the attendance office before 8:45 a.m.
2. Students must record their name on the "Sign-Out Sheet" in the Attendance Office prior to leaving the building.
3. **Students must be off school property IMMEDIATELY after sign out time.**

NOTE: absences not handled in this manner will be recorded as TRUANT.

**SIGNING IN LATE DURING THE DAY: (for illness or appointments only)**

1. Provide the notice in writing or by phone to the Attendance Office.
2. Students must record their name on the "Sign-In Sheet" in the Attendance Office **immediately** upon arrival. An admit slip will be issued in each case.

NOTE: Student forging letters or impersonating a parent/guardian will be dealt with by administration, possible police involvement, and discipline. Consequences will be up to the discretion of Administration.

## **CODE OF CONDUCT**

The purpose of the Code of Conduct is to provide clarity and to assist providing a safe learning environment.

### **UNIFORMS**

- If a student is in the school or portables, they must be in proper uniform including lunch hour. **"In school, in uniform!"**
- A student will be recorded as "Late" if they must leave the classroom to get into proper uniform. Lates will be tracked through the Late Tracking Form. At 3 lates, the teacher will speak to parent; at 5 lates a vice principal will speak to parent; at 7 lates the student will receive consequences that could result in a suspension.
- Students must be in Number #1 dress (including ties) on the specified dates. If a student is not wearing the Number #1 dress for the entire day appropriately on the specified date, the student will lose their next Dress Down and be spoken to by their vice principal.



- Students must be in uniform in the hallways. If a student is asked by a staff member to get into uniform and the student does not, the student will be referred to administration for opposition to authority and defiance.
- Dress down days will be removed for consistent uniform violators.
- If a student cannot get into uniform, the teacher will send the student to the office. The office will work with the student to get the student into uniform. This may involve the student calling home to have the item brought to school.
- Students may wear warm outerwear out to the portables. This outerwear must be removed upon entry to the portable. No outerwear is to be brought into classrooms within the school at any time.
- Winter/Summer uniform dates have been eliminated.
- Solid black boots are only to be worn if indistinguishable from shoes (i.e., covered with a pant leg). If a student wears boots, they must wear pants over the top of the boots.
- No backpacks, bags or large purses are allowed in the classrooms or portables at any time. If a purse can fit a three-ring binder, then it is too large.
- Footless leggings or tights are not permitted at any point.
- **Hats are not allowed in the building or portables even on dress down days.** Hats will be brought to the Vice-Principals' office and picked up at the end of the day. Habitual violations will result in longer periods of holding items.
- Kilts and jumpers will be allowed on a one year probation. If kilts/jumpers continue to be worn improperly, tights will become mandatory or kilts/jumpers will be removed from the uniform.
- **Sandals must be solid black or dark chocolate brown. Flip-flops, thongs, beach shoes or water shoes are NOT permitted.**
- Short sleeved vests must be worn over a uniform collared shirt.
- Accessories that are small, in good taste, and not detracting from the uniform are permitted.

### **CELL PHONES, MP3 PLAYERS, and OTHER ELECTRONIC DEVICES**

- If a cell phone or any electronic device used within the building or portables during the school day, may be confiscated by a staff member.
- The phone will be brought to the office & returned to the student at end of the day by the administrator.
- The student's name is to be recorded in the "cell phone binder" at the attendance desk
- 2nd offence - same as above but a parent is to pick up the cell phone at end of day.
- 3<sup>rd</sup> offence - discretionary discipline by administration.

Electronics (MP3 players, iPods, etc.) are NOT permitted in the classrooms. If electronics are seen in classroom, the same procedure for cell phones will be used.

## **YOU TUBE / INTERNET POSTING**

Students are now posting videos of themselves or others using the school's name. Often times these postings are inappropriate.

Students must adhere to the following:

- that all cell phones/PEDs be powered off and kept out of view during the school day
- that Personal Electronic Devices only be used during the lunch hour, before, and after school
- that cell phones be used only outside of the school building
- that no student use the name of their school or any other school and/or district when posting to any form of social media.
- that no student post any school events, or pictures taken in school or a school activity that is contrary to our School Code of Human Relations and the morals of our faith.

If a student adds a posting to any form of social media using the name of a school within our school district or using the name of a staff member or the student, the student will receive a suspension, or expulsion if so determined; the length of the consequence to be determined by the school principal.

If a student posts inappropriate material on any form of social media using videos taken at school or any school activity the student will receive a suspension, the length to be determined by the school principal.

If a student video tapes or records a staff member or student without his/her consent, the student will receive a suspension, or expulsion if so determined. The length of the suspension or expulsion will be determined by the Principal.

## **OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY**

(i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member.)

- If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator.
- Consequences can range from "in school" discipline to the possibility of suspension.
- "In school" discipline can include detentions, loss of privileges, apology to the staff member, etc.
- A student's refusal to give his or her name to a teacher will result in a suspension.
- A student's failure to report to the office when directed will result in a suspension.

## **THEFT**

- Students caught stealing will be suspended. The police may also be involved.
- The student will be responsible for full restitution/payment or the return of the stolen item.

- Students are **strongly** encouraged not to leave valuables in the change rooms.
- The school is not responsible for lost or stolen items.

### **VANDALISM**

The following are possible consequences for students caught vandalizing school property:

- Restitution- pay/repair/clean up
- Suspension
- Police Involvement

### **PROFANE LANGUAGE**

- Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator.
- "In school" discipline can include detentions, loss of privileges, apology to teacher, etc.
- Profane/inappropriate language directed towards a staff member by a student will result in a suspension.

### **BULLYING / CYBER-BULLYING**

(This includes any forms of Social Media – i.e. Twitter, Facebook)

- All bullying will be referred to administration.
- School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school.
- The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator.
- Discipline can range from "in school" consequences to possible suspension and police involvement.
- The victim and perpetrator may be referred to the school's social worker.
- The victim and perpetrator may be asked to participate in a restorative justice session.

### **PARKING ISSUES**

(i.e. students parking in the teacher lot, unsafe driving in the parking lot, loitering in the parking lot)

- Students are not permitted to park their vehicles in the teacher parking lot.

The following are possible consequences for students who park in the teacher lot, drive unsafely in the parking lot, or loiter in the parking lot.

- Removal of parking privileges
- Police involvement
- Suspension

### **HALLWAYS**

Hallways are off limits during the lunch hours as some classes will be in session during the lunch hour.

- The only halls accessible during the lunch hour are the library/drama

hallway on the first floor and the main office/Room 202 & 203 hallway on the second floor. There is to be no loitering in these halls.

- Students will have access to their lockers during the travel time only.
- Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.

## **ANAPHYLAXIS POLICY**

In accordance with Sabrina's Law, our Board has an anaphylaxis policy that includes strategies to reduce risk of exposure to anaphylactic causative agents, regular training on dealing with life-threatening allergies, a requirement that every school principal develop an individual plan for each pupil who has an anaphylactic allergy, and a requirement that every school principal maintain a file for each anaphylactic pupil. The individual plan for a pupil with an anaphylactic allergy includes details on the type of allergy, monitoring and avoidance strategies and appropriate treatment, a readily accessible emergency procedure for the pupil and storage for epinephrine auto-injectors, where necessary. The complete policy may be viewed at [www.bhncdsb.edu.on.ca/policy/files/200.18.pdf](http://www.bhncdsb.edu.on.ca/policy/files/200.18.pdf)

## **EXTRA-CURRICULAR PROGRAM**

At St. John's College, we strongly encourage students to become involved in a variety of activities outside of the classroom. Arts, athletics (varsity and intramural), and club activities are important in the complete development of a balanced secondary experience. Though extra-curricular activities are vital, academics will always remain the major focus at St. John's College.

### **1. ACADEMIC:**

- Students who have not fulfilled their academic obligation to their course teacher may be removed from school activities.
- Exceptions may be made for students who are identified (I.P.R.C.'d), have documented medical reasons for lack of success and/or who have personal issues which impede academic success. Supporting evidence may be requested.

### **2. BEHAVIOURAL:**

Students who are suspended from school will not participate in any school related activities during the suspension period.

### **3. ATTENDANCE:**

Students with poor attendance records (truancies, lates) may be removed from school activities.

### **4. UNIFORM VIOLATIONS:**

Students who consistently do not adhere to the uniform policy may be suspended or removed from any extra curricular activities.

Administration reserves the right to alter the above guidelines.
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Student co-curricular fees at St. John's College cover a small part of the costs associated with co-curricular activities. **The fee is dependent upon the activity in which the student participates in and will be paid on "School Cash Online", <https://bhncdsb.schoolcashionline.com>. Students must pay the fee associated with the activity prior to participating.**

*[Please note: Any school required forms and/or fees may hinder the student's participation in any school related activity.]*

### **ACTIVITY FEE (Mandatory)**

**2017 – 2018 Fee: \$55.00** paid at the time of registration

Includes: yearbook, school calendar, student planner, photo ID card, library services, dress-down days, and extra-curricular events. Subsidies provided to Student Council and Chaplaincy.

#### **REFUND SCHEDULE:**

**Prior to July 1** [a full refund will be issued]

**July 1 – September 1** [a \$40 refund will be issued minus \$15.00 processing fee]

**After September 1** [no refunds]

### **TEXTBOOKS/INSTRUCTIONAL MATERIALS**

- Provided to students for the duration of the course.
- Students are responsible for the condition of the materials while they are in the student's care.
- Loss or damage to materials:
  - 1. Semester 1: restitution must be made before new materials will be issued Semester 2**
  - 2. Semester 2: restitution must be made within 5 days following the end of semester.**

Parents who wish to make repayment arrangements are asked to contact an administrator at 519-759-2318

### **LIBRARY**

- Hours 8:30 a.m. – 3:15 p.m.
- Signing out materials – 3 weeks
- Outstanding materials will be placed on the outstanding textbook list and must be returned or paid for before report card is given.

### **SECURITY CAMERAS**

Video cameras are located throughout the school. The cameras encourage students and visitors to respect each other and our facilities.

## **SCHOOL UNIFORM / DRESS CODE**

At St. John's College we intentionally create an environment which is based around Gospel values and which holds each person with dignity and respect. Our policies regarding the school uniform and modest dress help foster this environment. It is also true that people give the most energy and care to the areas of their life which are important to them. When one takes pride in what they wear, and at St. John's College that is the uniform, it says that they are proud to be here. Modest dress and the school uniform are issues in which we place our energy.

Modest as defined by the Houghton Mifflin Canadian Dictionary is the conduct of "*Having a regard for decencies of behaviour or dress.*" Modest dress is the call to self-respect and leads to the development of good social relationships. It has been the norm since at least the beginning of Judaism and definitely since Christianity. St. Paul, when he wrote to the people of Corinth, called them to realize the dignity of their bodies. "*Do you not know that you are God's temple and the God's Spirit dwells in you? If anyone destroys God's temple, God will destroy that person. For God's temple is holy, and you are that temple.*" (1 Cor 3:16-17) When Paul wrote to Timothy he called upon the people to live in a way which reflected Christ. Both sexes need to be aware of modesty. To display one's body as an object of sexual desire, or to make oneself into a sexual object and not a whole person is being immodest and indecent and does not reflect Christ. The Christian challenge is to allow the image of Christ to shine forth from our actions and not be distracted by the desires of the flesh. When one dresses immodestly, they do not draw attention to the gift and presence of God in their lives. St. John's College is a school which desires to create an environment where learning is paramount and where we do not distract others by the way we look and act.

We understand the meaning of uniform to be the following: "*a distinctive outfit intended to identify those who wear it as members of a specific group*" (Houghton Mifflin Canadian Dictionary). In wearing the uniform one has a sense of identity. At this school it means that the student belongs to the tradition and community which is St. John's College. With this identity comes the values of education, dignity, and respect. One wishing to develop the values which we hold and the lifestyle we profess, means identifying with us. One of the major ways in which we accomplish this is in and through the uniform. It gives the sense of belonging and develops a sense of community. It also defines our role as students to wear the uniform with pride and to be proud of the place and the values they represent. To not wear it properly is to say that I do not want to be a part of the values and lifestyle in this community. Therefore, in short, it is to say that I do not wish to belong. Since Christian community is what we strive to create here at St. John's College we need all who attend to become a part of its identity. Therefore we ask each student to adhere to the Uniform Policy.

### **OUR GOVERNING PRINCIPLES**

WE BELIEVE that the human person reflects the Image of God.

WE BELIEVE that each person is called to be a steward of God's Creation.

WE BELIEVE that the care of the body affects the formation of the soul.

WE THEREFORE AFFIRM THAT:

- Acknowledging and striving to model these principles is the goal of all members of the St. John's College community.
- Wearing the St. John's College uniform is an outward participation in nurturing the transformation of the inner person.
- Joining the Catholic educational community of St. John's College means that students and their families take up this challenge of stewardship.

## In School = in uniform!...Including Lunch Hour

Each student has the responsibility to be in complete school uniform at all times during the school day (8:50 a.m. to dismissal). Any student who cannot get into proper uniform will not be permitted into class. Administrative approval will be required for re-admittance only once parent/guardian has been contacted.

UNIFORM PARTS		HOW TO WEAR IT
<b>*DRESS SHIRTS</b>	White long sleeved <b>(OR)</b> white short sleeved	<ul style="list-style-type: none"> <li>- tucked in</li> <li>- only plain white short sleeved T-shirts are to be worn under all white SJC tops</li> <li>- must be buttoned modestly</li> <li>- ONLY ON DRESS #1 DAYS</li> </ul>
<b>*DRESS SHIRTS</b>	female styling	<ul style="list-style-type: none"> <li>- only plain white short sleeved T-shirts are to be worn under all white SJC tops</li> <li>- dress shirts, button down collars must be buttoned modestly and tucked in</li> </ul>
<b>*GOLF SHIRTS</b>	white polo short sleeved  black polo short or long sleeved	<ul style="list-style-type: none"> <li>- only plain white short sleeved T-shirts are to worn under all white SJC tops</li> <li>- worn over a plain white T-shirt</li> <li>- worn with plain white short sleeved T-shirt or black short sleeved t-shirt</li> </ul>
<b>*RUGBY SHIRTS</b>	long sleeved  short sleeved	<ul style="list-style-type: none"> <li>- may be worn over white T-shirt</li> <li>- may only be worn with plain white or black short sleeved T- shirt under all SJC tops</li> </ul>
<b>*OTHER ITEMS</b> <b>No non-uniform item will be worn over the uniform in the school building, classrooms, or portables. (Spirit wear items do not qualify as school uniform.)</b> Non-uniform items will be taken if worn in classrooms. All items are <b>not to be worn too tight, too short or too large.</b> Administration has the right to ask students not to wear items that are considered either too small, too large, or inappropriate. Pants must be worn at the waist.	v-neck vest (green)  green cardigan  sweatshirt zip-up jacket	<ul style="list-style-type: none"> <li>- must be worn only over white uniform dress shirt</li> <li>- must be worn with uniform shirt</li> <li>- can NOT be worn with #1 dress uniform</li> <li>- may be worn over white uniform dress shirt, or black polo uniform shirt</li> </ul>
<b>FOOTWEAR</b>		- must be worn at all times while in

<p><b>Not to be changed during the school day,</b> if a student chooses to do so the shoes will be confiscated.</p>	solid black shoes	<p>school</p> <ul style="list-style-type: none"> <li>- any trim visible, must be solid black</li> </ul>
	sandals - solid black or dark chocolate brown	<ul style="list-style-type: none"> <li>- must not be a flip-flop, thong sandals, beach shoes or water shoe, eg. Reebok, Nike beach sandal type</li> <li>- NO FLAT THONG SANDALS under the discretion of the administrator</li> </ul>
	Boots – Solid black	<ul style="list-style-type: none"> <li>- are only to be worn with pants</li> <li>- pants are not to be tucked into boots.</li> </ul>
<p><b>SOCKS</b> If socks are visible they must be white, or black.  *Work socks are not permitted.</p>	with pants	<ul style="list-style-type: none"> <li>- no coloured socks other than white or black</li> <li>- no layering socks</li> </ul>
	with shorts	<ul style="list-style-type: none"> <li>-white or black socks may be worn with shorts</li> </ul>
	With kilts and with jumpers	<ul style="list-style-type: none"> <li>- white or black socks</li> <li>- white, beige or black nylons or tights (with feet)</li> </ul>
<p><b>*PANTS</b></p>	Unisex/ grey	<ul style="list-style-type: none"> <li>- must be hemmed and in good repair</li> <li>- must be worn with belt</li> <li>- must be worn at the waist and no underwear is to show</li> <li>- <b>not rolled or altered in any way.</b></li> </ul>
	Grey	<ul style="list-style-type: none"> <li>- must be hemmed and in good repair</li> <li>- must be worn at the waist and no underwear is to show</li> <li>- must not be worn too "tight"</li> <li>- <b>not rolled or altered in any way.</b></li> </ul>
<p><b>*KILT</b></p>		<ul style="list-style-type: none"> <li>- length is to be no more than 2" above the knee</li> <li>- not to be rolled</li> <li>- not to be worn too tight</li> <li>- If kilts/jumpers continue to be worn improperly, tights will become mandatory or kilts/jumpers will be removed from the uniform.</li> </ul>
<p><b>*WALKING SHORTS (unisex)</b></p>	black only	<ul style="list-style-type: none"> <li>- knee length</li> <li>- is not to be shortened or rolled up</li> <li>- can be worn with #1 dress</li> <li>- SJC logo must be visible</li> </ul>
<p><b>*DRESS SHORT (GIRLS / BERMUDA)</b></p>	Black	<ul style="list-style-type: none"> <li>- not to be adjusted or shortened or rolled up</li> <li>- SJC logo must be visible</li> </ul>
<p><b>BELT</b></p>	solid black – no lettering or studs	<ul style="list-style-type: none"> <li>- to be worn at the waist</li> </ul>



<b>*TIE</b> (must be knotted appropriately at shirt collar and tucked inside the vest)	uniform tie	- only school ties are permitted - ties will be worn properly all day
<b>*GYM UNIFORM</b>	T-shirt (grey or white)	mandatory wear
	black shorts or green shorts	mandatory wear

**\*These items must be purchased from the uniform provider. Do NOT purchase these items from any other store as these items will not be accepted as uniform.**

**\*Only items available from our Uniform Provider will be accepted as uniform.**

**No uniform item is to be ripped, frayed, or modified.**

**Hats are not to be worn in school from the time of entry. In addition, they must be kept in the locker. They are not to be carried around all day. No bandanas, sunglasses or other head wear are allowed during the school day.**

**Spirit Wear is NOT considered part of the daily uniform.**

### **COMPLYING WITH THE SCHOOL DRESS CODE /INFRACTIONS AND CONSEQUENCES**

- Students must be in complete uniform, worn properly and modestly for the entire school day including lunch periods in **all** areas of school and school property (including the smoking area). **“In school, in uniform!”**
- A student will be recorded as “Late” if they must leave the classroom to get into proper uniform. Lates will be tracked through the Late Tracking Form. At 3 lates, the teacher will speak to parent; at 5 lates a vice principal will speak to parent; at 7 lates the student will receive consequences that could result in a suspension.
- **Students must be in Number #1 dress (including ties) on the specified dates. If a student is not wearing the Number #1 dress appropriately on the specified date, the student will not be allowed to dress down on the next Dress Down Day.**
- All uniform infractions will be recorded and notification will be given to the student as a reminder of the date they are not to dress down.
- Students must be in uniform in all areas of the school. If a student is asked by a staff member to get into uniform and the student does not, the student will be referred to administration for opposition to authority and defiance.

- Dress down days will be removed for consistent uniform violators.
- If a student cannot get into uniform, the teacher will send the student to the office. The office will work with the student to get the student into uniform. This may involve the student calling home to have the item brought to school.
- Students may wear warm outerwear out to the portables. This outerwear must be removed upon entry to the portable. No outerwear is to be brought into classrooms within the school at any time.
- Solid black boots are only to be worn if indistinguishable from shoes (i.e., covered with a pant leg). If a student wears boots, they must wear pants over the top of the boots.
- No backpacks, bags or large purses are allowed in the classrooms or portables at any time. If a purse can fit a three-ring binder, then it is too large.
- Footless leggings or footless tights are not permitted at any point.
- Exercise and/or yoga tights/pants are not permitted at any point.
- ***Hats are not allowed in the building or portables even on dress down days.*** Hats will be brought to the Vice Principals office and picked up at the end of the day. Habitual violations will result in longer periods of holding items.
- If kilts/jumpers continue to be worn improperly, tights will become mandatory or kilts/jumpers will be removed from the uniform.
- Sandals must be solid black or dark chocolate brown. Flip-flop, thong, beach shoes or water shoes are NOT permitted.
- Undershirts may not be visible below the cuff or hem of a uniform shirt. White undershirts (with no logo or writing) must be worn under white or black shirts. Black undershirts (with no logo or writing) must be worn under black shirts ONLY.
- Accessories that are small, in good taste, and not detracting from the uniform are permitted.

The administration reserves the right to decide on appropriate attire.

**NOTE: Refusal to comply with the Dress Code is an act of defiance to school authority and as such is a suspendable infraction.**

## **DRESS CODE GUIDELINES FOR NON-UNIFORM SCHOOL EVENTS**

Dress must be clean, modest, and appropriate. Our school is air-conditioned for your comfort. We encourage students to treat the school setting as their place of work and thus choose appropriate clothing. It is important that you recognize our school as a place of learning. Respecting the intention of our Code of Human Relations, we commit ourselves to wearing clothing that does not diminish our personal dignity by bringing inappropriate attention to our bodies.

We want to be very clear on the following:

- Clothing with inappropriate logos, sayings, or pictures are NOT acceptable at school. Your clothing should not promote any products or beliefs that are prohibited by our Code of Human Relations, and the values of our faith: eg. Clothing which condones sex, drugs, alcohol, violence, or racism.
- Tank tops, halter tops, tops with spaghetti straps, crop/midriff tops, backless tops, tube tops, one shoulder tops, cut-off shorts, torn jeans, etc. are NOT to be worn at school.
- No bare midriffs or bare shoulders.
- Shorts and skirts **must** be worn at a modest length.
- Jeans / pants that ride low are NOT permitted if the top worn does not completely cover the belly area.
- Underwear, this includes any clothing known to be underwear, is NOT to be visible. This includes bras / sport bras / thong underwear.
- Hats are not allowed in the building or portables even on Dress Down Days.
- This policy is in effect for school dances, school trips, and dress down days. You will be asked to change or leave the building if you do not respect the rules indicated above.
- While Prom and Semi-formal are considered special events, we remind you to be modest in the selection of a dress or outfit.

### **Note:**

**If you decide to ignore these guidelines you will:**

- (a) be sent home to change**
- (b) be removed from the event**
- (c) lose Dress Down Day privileges**
- (d) wear a sweater, shirt, or T-shirt provided by the school**
- (e) be suspended**

## **SPIRIT WEAR REGULATIONS**

\*Spirit Wear is NOT considered part of the daily school uniform.

On Spirit Wear Days, students can wear any part of a school team or club clothing pieces. Wearing white or green pieces of clothing which are not spirit wear is not acceptable. You may choose from the following:

- If you are only wearing a spirit wear top you must wear uniform pant, kilt, shorts and footwear as described in the uniform policy

N.B. Jerseys only can be worn from the following SJC sports teams: football, hockey, baseball and rugby.

## **LOCKERS**

Lockers are the property of the school and as such must not be written on using markers or other devices. All postings must be with moral code. Administration has the right to search lockers at any time. ONLY SCHOOL LOCKS ARE PERMITTED! (Note: Students are assigned lockers and must remain in that assigned locker for the school year. Switching of lockers is not permitted. Discipline and consequence for not adhering to these rules will be left to the discretion of the administrator.)

## **SMOKING, VAPING, AND/OR CHEWING TOBACCO IS NOT PERMITTED ON SCHOOL PROPERTY**

### **(Tobacco Control Act) – (Tobacco Free Environment)**

Cigarettes, including “chew” and e-cigarettes vapour, are not to be visible/or used in the school or on school property.

Consequences include:

1. Fines and charges under the Provincial Offences Act.
2. An immediate suspension from school.
3. Informing the Health Unit, resulting in a fine and court appearance for those under 16 years of age.

## **DANCES / ACTIVITIES**

1. The use of drugs or alcohol is prohibited. Any person suspected of using drugs or alcohol will be refused admission to the dance. Further action may be taken with respect to a minimum of a **3 day suspension** from school and/or police involvement.
2. After a specified time no one will be admitted to the dance unless special permission was received beforehand.
3. Students will be searched prior to entering the dance/activity.
4. Anyone who leaves the dance/activity will NOT be permitted to re-enter.

5. Anyone displaying disorderly conduct will be asked to leave the school premises. **DISORDERLY CONDUCT INCLUDES SUGGESTIVE DANCING OR INAPPROPRIATE TOUCHING.**
6. No student from another school will be allowed to enter a school dance/activity without a sign-in sponsor from SJC. One sign-in is permitted per SJC student. The SJC sponsor is responsible for the behaviour of their guest.
7. Appropriate dress, see Uniform Policy: Dress Code Guidelines for Non-Uniform School Events.
8. Students who are bringing a guest, must have the name handed in no later than **ONE WEEK** prior to the event.

## **ACADEMICS**

### **ACADEMIC HONESTY**

Academic dishonesty is a serious offence which is contrary to the personal integrity which we strive to develop in our students. Such conduct will receive significant consequences. Academic dishonesty may occur in a number of ways, including, but not limited to:

1. Copying parts or all of a fellow student's homework.
2. Copying parts or all of a fellow student's assignment, essay, project, etc.
3. Having someone do parts or all of your work and submitting it as your own.
4. Superficial paraphrasing of someone's ideas or writing and submitting them as your own.
5. Using someone's ideas in your work whether quoted directly or written in your own words, without citation.
6. Submitting work which has been entirely or partially obtained from an Internet site as your own.
7. Failing to place quotation marks around a passage that you have not paraphrased, even if you acknowledge the source.
8. Using sources that are not permitted for a particular assignment as instructed by the teacher.
9. The person who facilitates or provided parts or all of their work to another person.
10. Resubmitting your original work in multiple courses/classes.

The consequences are as follows:

LEVEL 1	Citation correction and Warning	Technical and unintentional in nature (an error in citation)
LEVEL 2	Re-Writing and Warning	Unintentional and fails to meet criteria. The infraction is on record.
LEVEL 3	No Mark, or Zero	Intentional or significant infraction that ought reasonably be known to be dishonest. The infraction is kept on record and could impact the student's eligibility for academic award.
	No Mark, or Zero, and/or Suspension	A second Level 3 infraction, in any course, during the same school year.

If a teacher suspects academic dishonesty, the teacher will follow this procedure:

1. Consult with the Department Head to determine if there are sufficient grounds to proceed.
2. If there are sufficient grounds, discuss the matter with the student and allow the student to provide explanation.
3. Consult an administrator to determine whether there should be a consequence and what an appropriate consequence would be for the infraction.
4. Inform both the student and the parent of the consequence.

If a student is uncertain whether his/her efforts might constitute academic dishonesty, it is the responsibility of the student to check with the teacher before completing and submitting his/her assignment for evaluation.

## **EVALUATION**

- Students are informed at the beginning of each course as to how they will be evaluated.
- Evaluation of student progress is a continuous process and involves a variety of activities.
- It is vital that teachers and parents work together to monitor and support student progress.

The reporting dates for 2016-2017 school year (which may also be found on the school calendar) are as follows:

Semester 1: Progress Reports (via student) - Oct. 12  
Mid Term Report Card (distributed) - Nov. 20  
Final Report Card (mailed) - Feb. 15

Semester 2: Progress Reports (via student) - Mar. 21  
Mid Term Report Card (distributed) - May 1  
Final Report Card (mailed) - July 11

Parents may contact the school (519) 759-2318 to speak to the teacher and/or arrange an interview to review student progress.

## **HOMEWORK**

Completed homework and a sense of pride ensure success. Homework includes: completion of daily class assignments, review of work, previewing work to be done and preparation and research for projects, essays and long-term assignments.

## ACCIDENTS

All accidents, regardless of severity, either personal or property, must be reported to the Main Office immediately and are to follow the school's standard procedure:

1. Accident is reported to staff member. Immediate assessment is made regarding need for medical attention.
2. **Minor Injury:** student is accompanied to Main Office. Parental contact is made.
3. **More Serious Injury:** first aid trained staff member(s) attend(s) to student while office staff makes parental contact.
4. **Serious injury requiring evaluation/treatment by a doctor:** student will be transported by ambulance only to the Brantford General Hospital. Parent will be advised to meet there.
5. Any injury related to concussion or concussion-like symptoms occurring at any time (including non-school activities) must be reported to the school.
6. In all cases, full documentation of the details of the accident is recorded.

## FIRE DRILLS AND ALARMS

- Go quickly and quietly to the nearest fire exit as indicated in each classroom.
- Remain with your class and teacher outside, well away from the school building until advised to return to class.
- Designated Fire Routes cannot be blocked.

## BUSES

Inclement weather may occasionally result in the cancellation of transportation services or the early dismissal of students. Schools are closed when bus transportation is cancelled. Please note that it is the parents' responsibility, at all times, to decide whether it is safe for their children to attend school.

Transportation cancellations and delays, or early dismissals, will be announced on local radio stations (820 CHAM, 900 CHML, 1150 CKOC, 1380 CKPC, 92.1 CKPC), the BHNCD SB website, St. John's College website, and Twitter. Detailed procedures for transportation of students, bus cancellations or delay information is available on the Board's website or [www.stsbhn.ca](http://www.stsbhn.ca)

1. Students must use assigned routes.
2. The driver's directions must be obeyed.
3. Students should be at the bus pick-up point 10 minutes before the scheduled transportation.
4. General bussing inquiries: Transportation Services (519) 751-7532 or [www.stsbhn.ca](http://www.stsbhn.ca)
5. No passes of any sort will be provided. You must ride your assigned bus.

**ST. JOHN'S COLLEGE IS IN ZONE #4**

## **TIMETABLE CHANGES**

Course termination for legitimate reasons, after the semester deadline which appears on the School Calendar, will require the permission of parent, counselor and an administrator.

**Full Disclosure:** If a student withdraws from a Grade 11 or 12 course (including a student with an IEP) **on or before** 5 instructional days following the issuance of the first provincial report card, the **course will not be recorded** on the transcript. If a student withdraws from a Grade 11 or 12 course **after 5** instructional days following the first provincial report card, a **"W" is entered** in the credit column and the student's **mark** at the time of withdrawal is expressed as a percentage in the achievement column. If a student repeats a Grade 11 or 12 course, each attempt and its mark will be recorded on the Ontario Student Transcript (OST) however only one credit will be granted. The course with the **lower mark** will have an **"R" entered** in the credit column.

## **VALUABLES**

Students are advised not to bring valuables to school such as large amounts of cash, expensive jewellery and electronic devices. The School will not assume responsibility for any lost or stolen articles. Please note this includes all areas of the school including change rooms.



## PRINCIPAL'S HONOUR ROLL

Students who qualify for the Principal's Honour Roll must be enrolled in a minimum of six courses per school year (excluding night school and summer school) and must achieve either: (a) a minimum overall average of 80%, **OR** (b) 75% in each course.

## HONOUR J / EAGLE AWARD

The Honour J and Eagle Awards recognize achievements and contribution to school life under the following categories:

CATEGORY	EAGLE AWARD MINIMUM # OF POINTS	HONOUR J MINIMUM # OF POINTS
<b>ACADEMICS</b> [ <i>compulsory category</i> ]	80	150
<b>CLUBS &amp; ORGANIZATIONS</b> **[ <i>optional categories</i> ]	15	25
<b>ARTS - DRAMA/MUSIC/VISUAL ARTS</b>	15	25
<b>SPORTS</b>	15	25
<b>SCHOOL VOLUNTEER SERVICE</b>	15	25
<b>FAITH DEVELOPMENT</b>	15	25
[**May also be counted separately in the clubs/organization category if desired]	1	1
<b>*LETTERS OF REFERENCE*</b> [ <b>COMPULSORY CATEGORY</b> ]		
<b>TOTALS</b>	<b>150</b>	<b>250</b>

### CRITERIA:

- Assigned point for areas of involvement must be verified by the appropriate staff advisor/supervisor.
- Points can be earned at any time during your first four years at St. John's College.
- You must earn at least the minimum number of points in Academics, and at least two of the four optional categories of school and community life.
- As a general guideline, each point awarded represents about 10 hours of involvement, as well as level of commitment and overall contribution to the group.
- The numbers you see below are maximum numbers. As a rule activities completed for course work or during the school day are not eligible to earn points.
- During the student's years at St. John's College, he/she must have behaved according to the Code of Expectations as indicated in the school's Code of Human Relations. (ie. having had no serious or ongoing violations for the Code).
- The 40 hours of community work required for the OSSD can not be included. Hours accumulated above the 40 hours may be applied towards the Eagle and Honour J Awards.

**APPLICATION FORMS ARE AVAILABLE IN STUDENT SERVICES. THE APPLICATION FORM MUST BE RETURNED TO STUDENT SERVICES BY APRIL 30<sup>TH</sup>.**